



## Driveway Permit Information

**The following items are required at the time of permit submittal. All required paperwork and documents shall be included at the time of submittal, or the submittal will not be accepted:**

- Building Permit Application
- One (1) copy of the contract / proposal from the contractor
- Driveway Location Worksheet
- Two (2) copies of the plat of survey showing the location of the driveway. Please indicate the width of the driveway and include the distance from the lot lines.

Please allow ten (10) working days for the permit to be reviewed and approved. A staff member will call you and let you know when the permit is ready to be picked up and paid for.

### **Fees:**

- **Driveway Permit Fee:** \$35.00 to be paid when the permit is picked up.
- **Re-inspection Fee:** \$95.00 to be paid prior to re-inspection if an inspection has failed.

### **Inspections:**

The applicant / homeowner is responsible for scheduling all required inspections with our office. The following is a list of inspections, which will be required for your project:

- **Pre-Pour Inspection**

### **General Comments:**

- The application packet and stamped Village approved plans are to be on the job site at all times.
- A minimum 24-hour notice is required when scheduling any inspection.
- Compliance with the indicated codes, ordinances, and inspections required.
- The driveway width restrictions per Village code are 20' at the property line, 23' at the curb, and 30' within confines of the property
- The yellow permit card must be displayed during construction and must be visible from the street.

## Driveway Location Worksheet

Please indicate the measurement of the proposed driveway as shown below. A driveway shall be no wider than 20' at the property line and 23' at the curb with a maximum of 30' within confines of the property. The driveway shall be setback no less than 5' from the nearest lateral property line.

